

EM SSAB CHAIRS
Special Conference Call
Thursday, October 25, 2007
3:00 p.m. – 4:00 p.m.

Participants

Chairs/Representatives:

Idaho	Richard Buxton, William Flanery
Nevada	Walter Wegst, Rosemary Rehfeldt, Kelly Snyder
NNM	Fran Berting, Menice Santistevan
Oak Ridge	Steve Dixon, Spencer Gross
Paducah	William (Allen) Burnett, Mitch Hicks, Eric Roberts, Kim Crenshaw
Richland/Hanford	Susan Leckband, Karen Lutz, Cathy McCague, Erik Olds
Savannah River	Donna Antonucci, Gerri Flemming, Sheron Smith

DOE representatives:

EM-13	Melissa Nielson
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OPENING REMARKS

Ms. Nielson welcomed participants to the conference call to finalize the products from the September EM SSAB Chairs meeting in Paducah, KY, and discuss the spring 2008 meeting in Richland, WA.

Spring 2008 EM SSAB Chairs Meeting

Susan Leckband reported that the Hanford Advisory Board will host the spring 2008 EM SSAB Chairs Meeting.

The meeting is tentatively scheduled for Tuesday, April 22, through Thursday, April 24, which leaves Monday and Friday of that week free for travel. These dates do not conflict with any known EM SSAB site meetings.

Ms. Leckband indicated that the meeting will likely consist of a site tour featuring the historic B Reactor, a reception at a local museum, and a two-day public meeting, allowing adequate time for discussion and product development.

Volunteers for the spring meeting's steering committee are welcome and will be solicited during the Chairs' regular bi-monthly conference call on November 29.

Ms. Leckband suggested that the fall 2008 Chairs meeting be held in Washington, D.C.

Currently, the fall meeting is tentatively scheduled to occur at the Savannah River Site. Gerri Flemming expressed a willingness to have the fall meeting in Washington, D.C. as well.

Ms. Nielson suggested that the Chairs discuss this topic during the conference call on November 29.

Fall 2007 EM SSAB Chairs Meeting Products

The latest version of the EM SSAB products from the September meeting were provided to the Chairs by Kim Crenshaw and Eric Roberts, and reflect all comments received to date.

In each, the EM SSAB is referred to as a single board, and the language is patterned after previous letters.

The letters were unanimously accepted by the conference call participants and will be taken to each individual board for review and approval. The goal is to submit the official recommendations to the Assistant Secretary prior to the holidays. The EM SSAB Chairs should provide Ms. Crenshaw and/or Mr. Roberts with their signatures as soon as possible.

Ms. Nielson commended Ms. Leckband and Shelly Cimon for their work on the letters.

Spencer Gross noted that the Oak Ridge EM SSAB's Executive Committee was scheduled to review the letters later in the evening and reserved the right to submit any comments to Ms. Nielson, Ms. Crenshaw, and Mr. Roberts before they are presented to each of the full boards.

- *Recommendation for Long-Term Stewardship Incorporation into New EM Projects and Legacy Waste Decisions*

Ms. Nielson asked for comments on the long-term stewardship recommendation and clarification regarding use of the term "legacy waste decisions."

Fran Berting of the Northern New Mexico Citizens' Advisory Board (NNMCAB) explained that the recommendation referred to the development of balanced remedies for legacy waste disposition, which factors into lifecycle costs, new project development, etc. She stated that these are EM decisions, issues, responsibilities; they are not matters for the Office of Legacy Management.

- *Recommendation for EM SSAB Participation in the EM Budget Process*

Ms. Nielson indicated that she will provide Cindy Rheaume, Director for the Office of Budget, with the Chairs' draft recommendation on the EM Budget Process so that she

may take it into consideration as she continues to develop clarified guidance for EM SSAB participation in the budget process.

Budget information for FY 2010 will be available in January for the EM SSAB to review and discuss with its field managers. At that time, Ms. Rheume will also try to issue her revised budget guidance, which will set parameters to help sites set priorities and seek feedback. The window for dialogue will be open between January and April.

During the first week of February, the President will issue his budget request for FY 2009. At that time, the EM SSAB will receive briefings on the results of the FY 2009 budget request process.

Joint Intergovernmental Meeting in October

Ms. Nielson commented that the Chairs' recommendations mirror discussions from the recent Intergovernmental Groups meeting in Snowbird, UT.

About a half-dozen EM SSAB members attended the Intergovernmental Groups meeting.

In addition to the topics of long-term stewardship and participation in the budget process, the Intergovernmental Groups expressed a great deal of interest in EM's project management practices, and specifically its quarterly project reviews (QPRs).

Ms. Nielson explained that QPRs address specific projects in a standardized format and are presented to the Assistant Secretary by Field Managers either at DOE Headquarters, or via video conference. She recommended that all of the Chairs approach their field managers and ask them to share appropriate versions of the QPRs during their monthly, or bimonthly, meetings.

Dr. Berting noted that the NNM CAB has requested that information repeatedly, but has yet to receive any material.

Ms. Nielson will follow up.

Previously, the Intergovernmental Groups had received a presentation on QPRs 101. While the reviews may be considered technical by some audiences, a basic understanding of the project management process makes following the progress on projects much easier. Request for regular QPR information will likely be a recommendation from this year's Intergovernmental Groups' meeting.

Closing Remarks

The next regularly scheduled bi-monthly Chairs' conference call is scheduled for November 29. Ms. Nielson will invite Ms. Rheume for an update on the clarified budget guidance, Christine Gelles for an update on waste disposition activities, and Mark

Gilbertson for an update on engineering and technology. A notice for the conference call will be sent out in the near future.

Dr. Berting asked if a representative from the new Office of Communications and External Affairs could be included as well.

Ms. Nielson indicated that once that office is staffed, she will invite a member to either join the Chairs on one of their conference calls, or to attend the spring meeting in Richland.

Ms. Nielson thanked everybody for their participation in the special conference call.